

TENTATIVE TRACT MAPS

Purpose: The purpose of tentative tract maps is to ensure the subdivision of land of five parcels or more occurs consistent with the California Subdivision Map Act and the Fremont Subdivision Ordinance. Tentative tract map review is concerned, among other things, with design, improvements and survey data for subdivisions, and the form and content of subdivision maps.

Code Reference: California Government Code, beginning with Section 66410; Fremont Municipal Code Title 8, Chapter 1 (Subdivisions).

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form signed by:
 - a. The current property owner(s), authorizing the project proposal.
 - b. The billing party, acknowledging responsibility for charges.
- 2. The number of maps required to be submitted are:
 - a. Eleven (11) sets of full-sized maps, collated and folded to a size NO LARGER THAN 8" x 13".
 - b. Twenty-seven (27) sets of maps reduced to 11" x 17", collated and folded to 8-1/2" x 11".
 - c. One rolled set of full-sized reproducible vellums.

NOTE: Full-sized maps and sepias submitted should be no larger than 30" x 42".

See attached excerpt from the Subdivision Ordinance for information required on the map.

- 3. A list of all consultants involved or proposed to be involved with the project, or a statement that none are proposed to be involved.

- ☐ 4. Environmental Impact Assessment Questionnaire.
- ☐ 5. This project will be subject to the requirements of Article 21.7, Inclusionary Housing, of the Fremont Municipal Code. The Inclusionary Housing Ordinance generally requires that 15% of the units within your project be made affordable. Details and specifics of the ordinance requirements are available at the Development Services Center, Office of Housing and Redevelopment and on line at www.fremont.gov. Your project proposal should include a brief written statement as to how you propose to comply with the provisions of the ordinance and identify the proposed location of affordable units within the project.
- ☐ 6. Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
- 7. Address and Street Name Request.
- 8. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- ☐ 9. Complete the Impervious Surface Area Calculation Sheet.
- 10. A statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long term operation, and maintenance of the project.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost **44 cents per postcard**.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 44 cents each	\$37.40
TOTAL COST	\$65.40

Schedule Time Line: Complete submittals of tentative tract maps are approved or denied by the Planning Commission within 50 days of submittal.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals of Planning Commission Action: Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 39100 Liberty Street, Fremont, CA 94538, phone: (510) 494-4620.

Development Impact Fees:

Commercial and Industrial Buildings

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential Developments

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____

Information Required on Tentative Tract Map

The following is the text of Fremont Municipal Code Section 8-1413. Text in *italics* has been added to supplement the Code language.

The following information shall be shown on the tentative map or designated by appropriate notations:

- (1) The tract number, to be obtained from the County Recorder (*510-272-6363*), which number shall constitute the official designation of the map, and which shall be different from that of any existing subdivision previously recorded in the County of Alameda. Any subdivision may be designated with a tract name. Such tract name shall not duplicate or nearly duplicate the name of any other tract in the city.
- (2) The name and address of the record owner or owners.
- (3) Two copies of a current preliminary title report for all parcels located within the proposed development.
- (4) The name and address of the subdivider.
- (5) The name and address of the person, firm or organization preparing the tentative map.
- (6) The date, north point, and a written and graphic scale.
- (7) A sufficient description to define the location and boundaries of the proposed subdivision.
- (8) The locations, names, and existing widths of adjacent streets, highways and ways.
- (9) The names and numbers of adjacent tracts and the names of owners of adjacent unplatted land.
- (10) The contours at one-foot intervals for predominant ground slopes within the subdivision between level and five percent and five-foot contours for predominant ground slopes within the subdivision over five percent. Such contours shall be referred to the system of bench marks established by the City Engineer, such system utilizing the United States Coast and Geodetic Survey mean sea level datum of 1929. *Development Reserve Boundary, Toe-of-the-Hill and Ridgeline shall be shown, where applicable.*
- (11) The approximate boundaries of areas subject to inundation or storm water overflows, and the location, width, and direction of flow of all watercourses.

- (12) The existing use or uses of the property and, to scale, the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines and existing buildings on adjacent properties within fifty feet of the property proposed for development.
- (13) A statement of the general plan land use designations, including residential density, where applicable, and the present zoning and proposed use or uses of the property, as well as proposed zoning changes, whether immediate or future.
- (14) Any proposed public area.
- (15) Location of historical sites or landmark trees or primary historic resources as identified by council-adopted resolutions or in the general plan.
- (16) The approximate location, species, size and base elevation of all trees with a trunk diameter four inches or greater measured at four feet above grade, standing within the boundaries of the subdivision, or outlines of groves or orchards.
- (17) The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewerage, and public utilities.
- (18) The approximate radius of each curve.
- (19) The approximate lot layout and dimensions of each lot.
- (20) The size of the smallest lot in the tract.
- (21) A statement of the water source.
- (22) All existing fire hydrant locations within three hundred feet of the subdivision.
- (23) A statement of provisions for sewerage and sewage disposal.
- (22) Major storm drain facilities.
- (23) The locations, names, widths, approximate proposed grades and gradients, and a typical cross-section of curbs, gutters, sidewalks, and other improvements of all streets, trails, and access easements including proposed locations of all underground utilities.
- (24) A statement as to the gross acreage within the boundaries of the tract and the number of dwelling units as expressed in dwelling units per net acre.
- (25) If the subdivision is to be developed in units, the tentative map shall indicate each proposed unit by a distinctive boundary line, and the units shall be assigned a number to indicate the general sequence of development. Unit boundary lines and sequence of development may be amended with approval of the Planning Director and the City Engineer. (Ord. No. 1050, §1, 6-10-75; Ord. No. 1231, §10, 2-21-78.)